

2. Access the Eligibility and Admissions Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

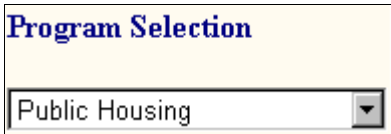
The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu*, you must select a single program type to view this report.

Single program types include:

1. Public Housing
 2. Indian Mutual Help
 3. Indian Rental
 4. Section 8 Certificates
 5. Section 8 Vouchers
 6. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A screenshot of a web form titled "Program Selection" in blue text. Below the title is a dropdown menu with a white background and a grey border. The text "Public Housing" is visible in the menu, and a small downward-pointing arrow is on the right side of the menu box.

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Eligibility and Admissions Report*, you must select either:

1. Housing Agency
 2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information



- * For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Eligibility and Admissions Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Eligibility and Admissions Report*

[Eligibility and Admissions](#)